

# Created Lessons

## General Information

### General

- Use a standard browser such as Chrome
- Keep your PC and software up to date
- Clear your browser data/history frequently
- Boot your router weekly

### Working with the Created Lesson Email

- Steps to reduce clicking:
  - Open the email in its own window.
  - As you click on links in the lesson, these will open in a browser tab which can be closed when completed. You can then go back to your email window.
- Lessons have
  - Objectives
  - 5 parts that must be completed:
    - Prayer
    - Engage
    - Explore
    - Reflect
    - Respond
  - Engage, Explore, Reflect and Respond have “Must Dos” which need to be completed
- Read the whole lesson before starting
- Each lesson starts with the objectives of the lesson. These are the focus of the rest of the lesson and the “Must Dos”. Make sure you read these and understand them
- Pray as you start using the Prayer included
- When completing Engage, Explore, Reflect and Respond:
  - Read the section
  - Usually there is a choice of activity, click the button corresponding to your choice it is usually below the picture or description of the activity
  - Complete the “Must Do” when you finish the activity
    - Click on the button labelled “Must Do”
    - A form is displayed with statements, questions, choices, etc
    - VERY IMPORTANT!!! Complete the form and click “Submit”, it is a green button. You should receive a response saying that it was submitted.
    - Make sure you fill out the “Must Dos” for all the parts especially in the Explore section
    - Also very important, each “Must Do” form requires that the submitters last name and first initial be entered and their class section (Hybrid, Online or FCC). This is how we know the work was completed